

Dear [Colleague's Name],

I was heartbroken to hear about your loss. Please accept my deepest condolences during this difficult time. Losing someone we love is incredibly challenging, and I want you to know that you are not alone.

If there is anything you need or any way I can support you, please don't hesitate to reach out. Remember to take all the time you need to grieve and heal.

Thinking of you and sending love and strength your way.

Sincerely,
[Your Name]